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ABSTRACT

The intent of this field tested instructional package is to provide the student with an overview of the management element of industry and how it relates to the duties of a shop foreman. Defining behavioral objectives, the course description includes an information section, classroom activities, sample job application forms, and student evaluation materials. A major portion of the course outline deals with candidates for shop maintenance related jobs. In addition the package furnishes a definition of management and an example of an organizational outline of the responsibilities of the personnel within the shop setting. (Author/MW)

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INTERVIEWING FOR A JOB

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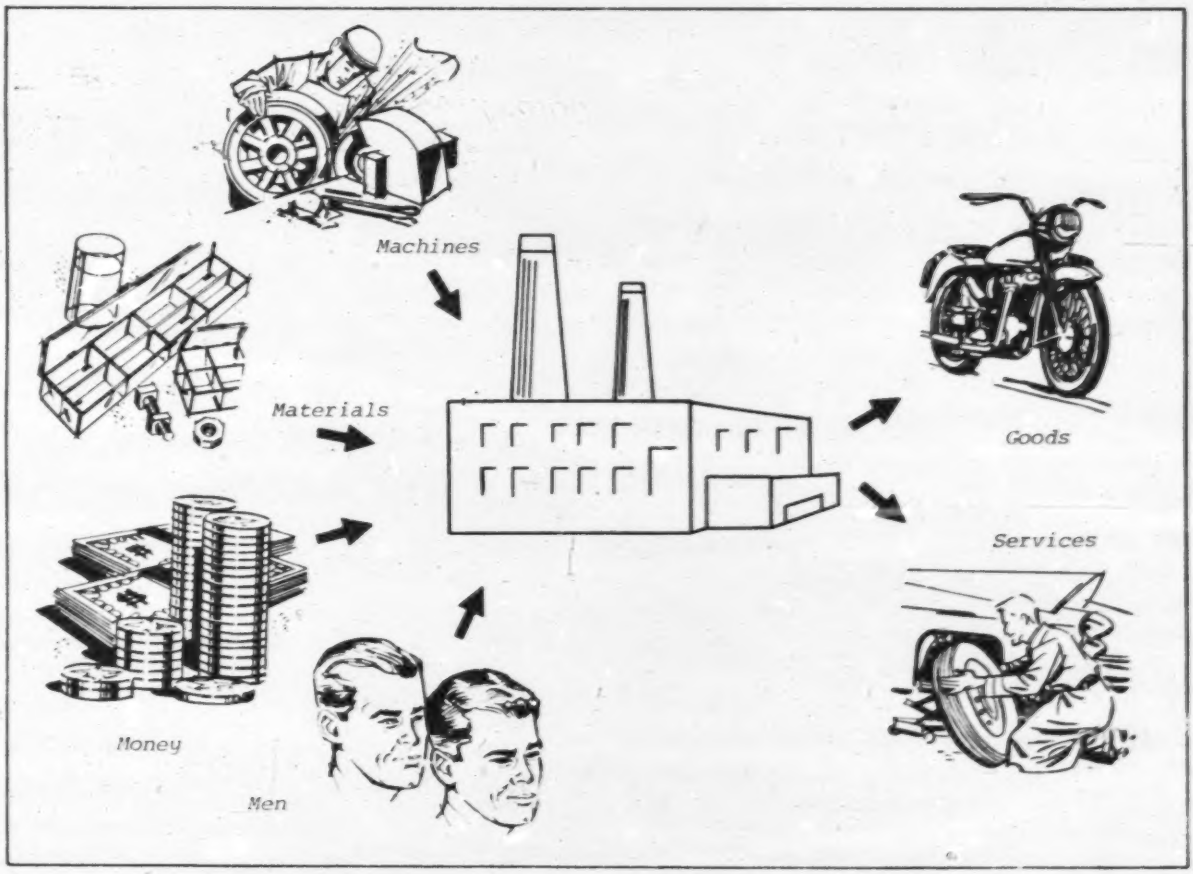

Prepared as an Aid in Implementing
The Wisconsin Guide to Local Curriculum
Improvement in Industrial Education, K-12

CE002312

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Learning Activity Package

Prepared as an Aid in Implementing
The Wisconsin Guide to Local Curriculum
Improvement in Industrial Education, K-12

Management

Junior-Middle High School

Pertaining to Field Objective Number Four

"To explore an occupational area located in the management element of industry as a basis for selecting a career and understanding the pursuits of others."

Produced by

The Industrial Education Instructional
Materials Development Project
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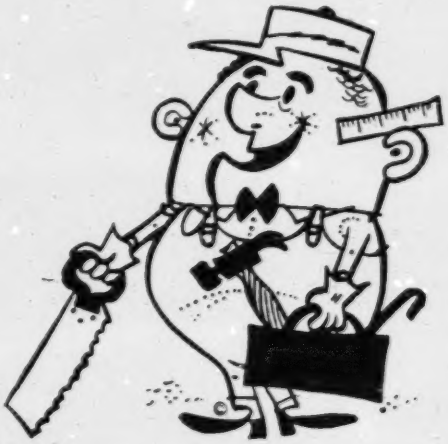
RATIONALE:

Suppose that today you were selected as shop foreman by your class and instructor. Your instructor stated briefly that you would be responsible for equipment and material accountability and the clean-up of the lab area.

The instructor gave you a list of students in the class, a laboratory floor plan, and a list of some of the basic clean-up assignments. He instructed you that your homework assignment would be to develop a foreman's approach to your new job. In other words, what do you have to do in order to become a good shop foreman?



Please turn to the next page and read the objectives carefully!!

OBJECTIVES:

Terminal Objective:

To explore an occupational area located in the management element of industry as a basis for selecting a career and understanding the pursuits of others.

Enabling Objectives:

In order to become a good shop foreman, you should establish certain goals to measure your progress. Some of your goals as a shop foreman are the following:

1. Decide what management is so you can apply it to your job as shop foreman.
2. Establish an approach to decision making so that your decisions as shop foreman will be the best of your ability.
3. Develop a means of interviewing classmates for various clean-up positions.
4. Construct an organizational outline of the various clean-up jobs so you will be able to tell who is responsible for what jobs.

To achieve these goals, you must first become familiar with the information available on these goals, and secondly put this information into action in your industrial arts class.

You can find information on the following pages to help you achieve these goals. By studying this information, you can become a good shop foreman.

Self-Test: Complete the following questions to see if you have met the objectives of this lesson. You may write in this booklet.

1. Define management as it applies to the shop foreman.

2. List and explain the steps in the "Decide" process for making decisions.

3. What are the important points that should be considered when interviewing a person for a job?

4. Construct an organizational outline of your class clean-up positions in the space below.

INFORMATION SECTION

What is Management?

In order to become a good shop foreman or manager, you must first understand what management is. You must understand it so you can apply it to your new job and be successful.

Management as applied to your job as shop foreman is merely an efficient means of organizing everything necessary to carry out your job. You have the responsibility to see that your classroom is cleaned and all tools and materials are replaced at the end of the class period.

Managers and shop foremen are people who organize and coordinate the ideas of management (teacher). They are decision makers who communicate with those beneath them of what is to be done, when it is to be done, and how the work is to be performed.

Instead of doing the laborous work yourself, you should develop an ability to motivate other students to do the clean-up work. In other words, foremen and managers are people who work through other people. We may conclude that management is the "guiding and directing of activities in the most efficient manner."

Making Decisions:

Making decisions is the essence of management and the shop foreman. By combining thought and actions, you can try to overcome the uncertainty that is involved in everyday activity. Everyday we have to solve problems by making decisions, no matter if we are at home or in the classroom. Decision making involves both time and energy, and no one can deny that making decisions is

not hard work.

As shop foreman some decisions that you may be faced with are - who should do what jobs, what happens when someone is absent, what do you do when a tool is missing, etc.?

A step by step means of solving problems or making decisions can be established by using the "DECIDE" process for decision making. Following is this step by step procedure:

"D" - Define the problem. Here you must identify the goals you wish to achieve, the limitations you wish to involve in solving the problem (time and money), and a way to decide if your selection was correct in the future.

"E" - Enumerate (specify) the decision factors. Identify all possible situations the decision maker can control and consider those factors that are beyond the control of the decision maker that might influence the outcome.

"C" - Collect information pertaining to the solution of the problem. At times this information is readily available by talking to others or reading literature. Sometimes it takes time and energy to make this information available. Surveys and studies may have to be conducted.

"I" - Identify the best possible solutions. Select the best alternatives for the solution by summarizing and condensing the information you have collected. The best of preferred solution is the possible answer to the problem.

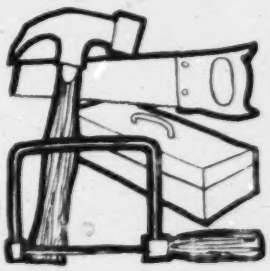
"D" - Develop and put into practice the chosen solution. This is to see if your decision is practical and will work.

"E" - Evaluate your solution. This final step determines if your solution has been successful and has reached your goals.

Following is an example of applying the "DECIDE" process: Suppose when you ordered your fellow students to clean-up one day, you were told that a screw driver was missing from the tool cabinet. Your immediate response is to locate the screw driver without delaying the other students from their next class

(defining problem). Enumerating the decision factor (step 2) requires that you identify the controllable and uncontrollable factors affecting the outcome of the situation. The factors that you can control are, "asking if any student has the screw driver or if the students will look for the screw driver." An uncontrollable factor would be if a student has taken the screw driver out of the lab during class and hid it in his locker. These are only some of the possible solutions.

What shall you do? At this time you collect the information pertaining to the solution of finding the screw driver (step 3). You think to yourself, "What can I do?" Should I ask the following question to fellow class members, "Does anyone have, or has anyone seen the screw driver?" Maybe I should personally look for the screw driver. Or should I ask the teacher what to do? He has probably had the same problem confront him.



You are a quick thinker or you wouldn't have gotten elected as shop foreman. You select what you think is the best solution to the problem (step 4). You ask the class, "Does anyone know where the missing screw driver is?" "Will you please look in your work bench lockers for it?" (step 5)

During the searching one student notices that he accidently put the screw driver in his locker (step 6). You have acted fast, made the correct decisions, and have located the screw driver.

What would you have done if the screw driver did not turn up?

Interviewing:

In organizing and planning for your clean-up and accountability positions,

you must locate the proper people to do each job. This involves selecting or "hiring" people. You must teach them how to perform their jobs and make sure that each person has a job.

Before you select a person to fill a position, you must first identify the requirements for the position. When you have accomplished this you can advertise the job position. When people apply for a job you can have them fill out applications or ask them to identify their capabilities. You must match job requirements with people's capabilities. After this is done you award the persons with the best qualifications for a particular job to fill that position.

Organizational Outlines:

Soon you will want to set up your own clean-up and accountability system. In order to do this, you should include management. As you have already read, management is important in having a successful organization. An organization must have that force which guides and directs its activities in an efficient manner.

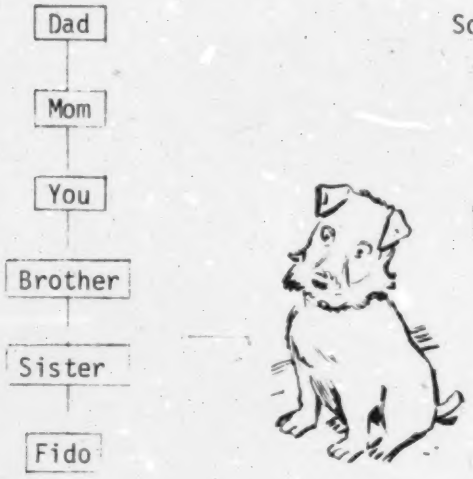
To establish management in your clean-up system, you must develop a structure so that all of us can see who is responsible to who and what people must do what jobs. An easy way to do this is by constructing a line organizational outline. An example of a line type organizational outline is the following:

Who's Boss!

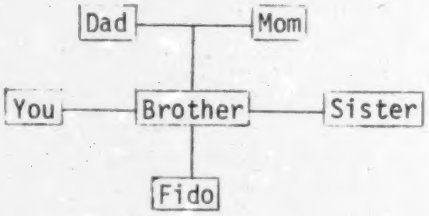
"Who has the 'final say' in your home? Dad or Mom? Usually it's Dad, isn't it? Let's start at the other end. Suppose you lived in a home that had a family of five, plus a dog, and that you were the oldest child and had a younger brother and still a younger sister. If you had five chairs in a room and were all asked to sit down, which one in your home would not

get a seat? Your dog would have to remain on the floor, wouldn't he? Why? Isn't he the one who has the least amount of authority? If you had only four chairs, who would be the next in line to be "left out?" Probably your younger sister! We could follow this all the way up through your younger brother, you, your mother, and finally your dad. (If he wasn't polite and wouldn't let your mother have a chair.)"

You could, if you wanted to, draw up a chart to show you the line of authority. Here is how it would look.



Some families could set up theirs to look like this.



The advantages of the line type organization are the following:

a. It is easy to set up.
b. It is flexible and can be changed rather easily to meet the situation.
c. There is no doubt who is in authority.
d. The person at the top of the line has control over the entire system.

From this example you should be ready to construct a line type organization of your clean-up and accountability system.

Now that you have read the available information on becoming a good shop foreman, turn to the following pages and complete the activities. If at any time you have problems, first review the written materials on the previous pages and then see your instructor if you need further help!!

Activity: Management - IV-1

Name _____

Period _____

Question: In your own words explain how management applies to you as shop foreman.

Activity: Management - IV-2

Name _____

Period _____

Materials Required:

1. List of members in class
2. List of basic clean-up jobs.
3. Laboratory floor plan.

Problem: Using the "DECIDE" provess, list of class members, list of basic clean-up jobs, and the laboratory floor plan; decide what clean-up and accountability jobs must be established for your industrial arts class.

Activity: Management - IV-3

Name _____

Period _____

Materials Required: Interview forms.

Problem: Using the given interview forms (on the following pages), your knowledge about interviewing, and the "DECIDE" process; interview ___ number of persons (according to your instructor) for five of the positions you have established in your clean-up and accountability system.

Activity: Management - IV-4

Name _____

Period _____

Procedure: Construct an organizational outline of the clean-up and accountability positions you have established as shop foreman.

LEVEL I - American Industry
UNIT III - Organizing an Enterprise
Lesson 11 - Applying the Concept of Management
Student Activity Assignment Sheet #1

LET'S APPLY FOR A JOB

EMPLOYMENT APPLICATION BLANK

Name _____ Date _____

Address _____
(street) (city) (state) (zip)

Telephone number _____

Date of birth _____ Birthplace _____
(month) (day) (year)

Height _____ft. _____in. Weight _____

Married _____yes _____no Number of dependents _____

(If additional space is needed for the items below attach extra pages.)

Education

School Attended	City and State	Grades or Degrees Completed	Year of Completion

Other Special Schooling or Training

School Attended	City and State	Hours of Coursework	Completion

Previous Experience

List all previous jobs held and the average earnings per month.
(Use additional paper if needed.)

1.
2.
3.
4.
5.

Reasons for leaving last job.

_____

_____

_____

_____

References

Identify three adult references and give addresses of each.

1._____

2._____

3._____

General Information

1. Describe any physical disabilities.

_____

_____

_____

2. Hobbies.

_____

_____

_____

(All information on this form will be considered confidential.)

LEVEL I - American Industry
UNIT III - Organizing an Enterprise
Lesson 12 - Getting a Job

WORK EXPERIENCE/WORK DESIRED

Name_____ Date_____

I. In not more than a sentence or two, describe the work experience you have to date.

A._____

_____

B._____

_____

C._____

_____

D._____

_____

E._____

_____

II. What type of work would you prefer in working with our student enterprise. (Give your first three choices.)

A._____

_____

B._____

_____

C._____

_____

Student Evaluation

Management - IV

Name _____

Instructor _____

School _____

Directions: Answer all of the following questions to the best of your ability. The questions are written to evaluate your knowledge and understanding of the area of industrial arts covered in this package. Choose the answer which best completes the statement.

1. Management is:

   a. Keeping something in the state of repair.
   b. Obtaining and controlling money needed to develop and maintain an enterprise
   c. An efficient means of organizing all facets necessary to carry out a job
   d. That segment of education which obtains its materials to be studied from the things that industry does

2. Managers and foremen are:

   a. People who work through other people
   b. People who organize and coordinate the ideas of management
   c. Decision-makers who communicate with those beneath them of what is to be done, when it is to be done, and how the work is to be performed
   d. All of the above

3. Making decisions is the essence of management and the shop foreman.

   a. True
   b. False

4. Decision-making involves:

   a. Time and energy
   b. Having laborers
   c. Keeping records
   d. You spending money

5. The "DECIDE" process includes:

   a. Define the problem, energy, collection, independence, developing ideas, evacuating
   b. Defining the problem, enumerating the decision factors, collecting information, identifying possible solutions, developing the solution, and evaluation of the solution
   c. Define, enumerate, collect, identify solutions, developing the solution, and energy
   d. Dividends, energy, communications, industry, decisions, equality

6. When you collect information in the "decide" process, you may

   a. Have the information readily available
   b. Read literature and talk to people
   c. Conduct surveys and studies
   d. All of the above

7. Before you hire an individual for a job, you must:

   a. Identify the requirements for the job.
   b. Identify the capabilities for people you are interviewing
   c. All of the above
   d. None of the above

8. A line organizational outline

   a. Is easy to set up
   b. Shows exactly who is in authority
   c. Is flexible and can be changed rather easily to meet the situation.
   d. All of the above

9. When defining a problem you:

   a. Identify the goals you wish to achieve
   b. Set the limitations you wish to involve in solving the problem
   c. Decide if your selection was correct in the future
   d. All of the above

10. A shop foreman is a type of manager.

    a. True
    b. False